

ARTICLE 14

POSITION DESCRIPTION AND CLASSIFICATION

1. Policy: Each employee shall have a position description (PD) that is accurate as to title, series, and grade, and clearly states major duties that are reflected in performance elements. A PD is deemed to be accurate when the principal duties, knowledge requirements, and supervisory relationships are described, and it covers 80 percent or more of the work situation. All major duties must be covered in the 80 percent or more of the work situation. The term “major duty” means the grouping of tasks that is grade or series controlling or takes 20 percent or more of an employee’s time. Duties that require special training, performance, or credentials should also be reflected in the position description even if they are less than 20 percent of the employee’s time. The PD shall be reviewed annually by the employee and work supervisor, normally during the performance evaluation process.

2. New or Revised Position Descriptions:

- a. When an employee is assigned additional major, regular, and recurring duties, which are likely to exceed 12 months, not reflected in their position description, Management will revise the PD to reflect the changes in accordance with this Article.
- b. For new employees, or when a new PD has been approved and classified, the supervisor and the employee will review and discuss the PD and how it relates to performance expectations under Article 15. With concurrence of the supervisor, the employee may have a Union representative present.

3. Position Description Review/Classification Procedure:

- a. Employee Request for Position Description Review: Any employee who feels that they are performing duties outside the scope of their PD, or that the PD is otherwise inaccurate, may make a written request to their immediate supervisor that the position be reviewed. The total aggregate timeframe for the process in (1)–(3) below will not exceed 45 days, unless mutually agreed in writing.

- (1) The employee shall make a summary of the inaccuracies and/or additional duties not described. The employee and supervisor will discuss whether or not to submit a new PD.
 - (2) If the supervisor agrees that the PD is inaccurate, a proposed PD will be prepared. In preparing the proposed PD, the supervisor and Human Resources Management (HRM) will consider the employee's written and oral comments, if applicable. If further modifications of the proposed PD occur prior to classification, the supervisor will discuss the changes with the employee.
 - (3) After the proposed PD is completed, a PD review package will be prepared and submitted to HRM by the supervisor for classification. A copy of the review package will be given to the employee.
- b. When a PD review is initiated by Management (for example, new classification standards or supervisor perceives a change in duties), the supervisor will discuss proposed changes to the PD and will consider feedback from the employee prior to submitting the new PD for classification.
 - c. Management will communicate the classification determination to the employee within 45 days from the time the completed PD review package was submitted for classification. The employee will be given a copy of the reclassified PD, cover sheet, and, if applicable, the classifier's evaluation statement.
 - d. The employee may have Union representation during any discussions between the employee and supervisor/management related to the review and classification.
 - e. If the employee is not satisfied with the results of the review procedure, they may grieve the accuracy of the PD in accordance with Article 9. Classification appeals are addressed in Section 4 below.
 - f. Management shall refrain from temporarily reassigning an employee's work during the PD review if the sole purpose for reassigning the work is to avoid reclassification of the employee's position.

- 4. Position Classification Review/Appeal Procedure:** When the accuracy of a PD has been established under Section 3 and the employee believes their position is not properly classified as to title, series, and/or grade, they may:
- a. Request a Forest Service position classification review: The employee may submit such a request to a Forest Service classifier, with a copy to their supervisor, to have the classification of the position reviewed by a different Forest Service classifier. A Forest Service classifier will consider the employee's written and oral comments. The employee may have Union representation during any discussions related to the review. The findings, including the reviewer's evaluation statement, will be reported in writing to the employee no later than 90 days from the date of the employee's submission to the Forest Service classifier.
 - b. Appeal directly to the U.S. Department of Agriculture (USDA) or the U.S. Office of Personnel Management (OPM): The employee may use the USDA or the OPM Classification Appeal procedures directly, or upon completion of the Forest Service Position Classification Review in Subsection 4.a. above. Employees may request information on the classification appeal rights and process from Management.
- 5. Actions following reclassification at a higher grade:** If a review of a position or PD reveals that there has been an accretion of duties that would result in the classification of a position at a higher grade, one of the following actions will be taken:
- a. If Management decides to promote the employee, they will be promoted at the beginning of the first pay period after the position has been classified at the higher level, in accordance with Article 16.6. In the event the promotion is delayed, Management will inform the employee of the reason for the delay and the pay period that the promotion will take effect.
 - b. If Management decides to eliminate and/or redistribute the grade controlling duties, the employee will be advised in writing of this decision within 14 days of the completion of the review, including a summary of the duties that are being removed.

- c. If Management temporarily needs the employee to perform these higher graded duties, the employee will receive a noncompetitive temporary promotion, if otherwise eligible. Such temporary promotion will be effective at the beginning of the first pay period after the position has been classified.